



Steps to Obtain a Building Permit

The building permit process is designed to be as user-friendly as possible. Applications, supplemental materials, and payment are accepted in whichever format best suits the applicant: in-person, through the mail, or electronically.

1. Complete and Submit application

Applications available at City Hall, or as PDF on website. E-mailed by request.

Application provides all pertinent information: scope of project, property owner and location, contractors and license numbers, square footage and project dollar value.

Some projects require supplemental materials, such as building designs, product spec sheets for appliances, and site plans.

2. Application Review by City Staff

Submitted materials are reviewed for code compliance and assessed to calculate the building permit fee.

If further information is required, or if there are problems meeting code, the applicant is notified.

3. Final/revised Application Provided

The City issues a finalized copy of the permit application complete with permit number, expiration date, assessed fee, and that incorporates any additional information that was requested during review. This final copy is provided to the applicant.

4. Final Submission of Application

Applicant signs the final application and submits with payment.

Can be completed at City Hall in-person where payment is accepted as cash, card or check, or it can be mailed with a check, or paid with a credit /debit card online and the signed application emailed. All credit card payments incurs a small convenience fee.

5. Project Commencement and Inspections

A window placard is provided with receipt of payment. The placard should be posted in the window of the building address for the duration of the project. It is the responsibility of the permit holder to call in all inspections.

6. Closing a Permit

The permit is officially closed after the final inspection or the permit expiration date. Most permits are assigned an expiration date one year from application.

Contacts

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